



REQUEST FOR 2003 DATA BASE CHANGES

TO: CENTRAL PAYROLL

FROM: _____
(NAME)

(CPPS ORGANIZATION CODE)

SUBJECT: REQUEST FOR 2003 DATA BASE CHANGE

DATE: _____

Instructions: This form is required for employee data base changes affecting name, social security number or home address entered on CPPS between 12/23/03 and W-2 processing on 01/15/2004 (approximate). Send this form to Central Payroll as soon as you know about the change. If you make any other change that could affect W-2 processing, please contact Central Payroll.

Please change the 2003 W-2 database as follows:

(before change) EMPLOYEE ID NUMBER: _____

(before change) NAME: _____

Please change: ☐ NAME ☐ ADDRESS ☐ SOCIAL SECURITY NUMBER
(check box for change(s) required) (enclose copy of card)

CORRECTED NAME: _____

NEW STREET ADDRESS: _____

NEW CITY: _____

NEW STATE: _____ ZIP: _____

CORRECT SSN: _____